

Chapter 1

Administrative Procedures Element

~~Goal 1.1 • To establish, support, and maintain instruments and procedures to carry out the provisions purposes of Chapter 163, Part II, F.S., also known as the “Local Government Comprehensive Planning and Land Development Regulation Act, and this Plan for the benefit of the citizens of Santa Rosa County.~~

~~Public Purpose: To provide general guidelines and principles for the administration of the Santa Rosa County Comprehensive Plan.~~

~~Objective 1.1.A • To establish and enunciate the title, authority, intent, and applicability of the Santa Rosa County Comprehensive Plan~~

~~Policy 1.1.A.1 • Title: This document shall be titled the Santa Rosa County Comprehensive Plan and may be referred to herein as the “Plan” or Ordinance No. 90-52.~~

~~Policy 1.1.A.2 • Authority: This Plan is enacted pursuant to specific authority granted by Chapter 163, Part II, Florida Statutes, and the general powers granted to Florida counties found in Chapter 125, Florida Statutes.~~

~~Policy 1.1.A.3 • Applicability: The provisions of this Plan shall apply only to all unincorporated areas of Santa Rosa County.~~

~~Policy 1.1.A.4 • Intent: It is the intent of this Plan to provide orderly growth management for the areas identified in Policy 1.1.A.3 above. This Plan is not intended to terminate growth but rather to provide mechanisms for growth management in order to best serve the citizens, visitors, and property owners of Santa Rosa County. Implementation of this ordinance is designed to maintain and improve the quality of life for all citizens of the County. The Board of County Commissioners of Santa Rosa County find the goals, objectives, and policies set forth in this Plan are necessary and proper means for planning and regulating the development and use of land in the County and for otherwise protecting and promoting the health, safety, and general welfare of its citizens. It is the intent of the Ordinance adopting this Plan that the Comprehensive Plan set general guidelines and principles concerning its purpose and contents and that this Plan shall be construed broadly to accomplish its stated purposes and objectives.~~

~~Policy 1.1.A.5 • Effective Date: The effective date of this Plan shall be the date of receipt by Santa Rosa County of notice from the Florida Department of State that the Ordinance adopting this Plan has been received and duly filed. The effective date of any amendment to this Plan shall be the date a Final Order is issued by the Department of Community Affairs or the Administration Commission finding the respective plan amendments in compliance in accordance with Section 163.3184, Florida Statutes.~~

~~Policy 1.1.A.6 • Severability: If any provision of this Plan is, for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision and such holding shall~~

~~not affect the validity of any other provision and to that end the provisions of this Plan are declared severable~~

~~Objective 1.1.B • The Santa Rosa County Local Planning Board is hereby established by the Board of County Commissioners of Santa Rosa County as the local planning agency.~~

~~Policy 1.1.B.1 • The duties of the Local Planning Board shall be as specified in Section 163.3174, F.S., and shall include:~~

~~a) Monitoring the effectiveness and status of implementation of the Comprehensive Plan and making recommendations to the Board of County Commissioners regarding any changes in the Plan as may, from time to time, be required;~~

~~b) Monitoring, reviewing and preparing periodic reports required by Section 163.3191, F.S., including regular assessments of the Plan and preparation of the Evaluation and Appraisal Report on the Plan;~~

~~c) Reviewing any proposed amendments to this plan, and implementing land development regulations or amendments thereto and making recommendations to the Board of County Commissioners as to the consistency of proposed regulations or amendments thereto with the Comprehensive Plan;~~

~~d) Performing any other function, duty or responsibility assigned to it by the Board of County Commissioners or by general or special law;~~

~~Policy 1.1.B.2 • The Local Planning Board may utilize any resources provided it by the Board of County Commissioners in furtherance of the duties and responsibilities of the Local Planning Board. These resources may include, but are not limited to, facilities and equipment of the County, temporary assignment of employees, utilization of County Committees, Boards or Authorities, consultants, persons or entities to prepare or assist in the administration of the Plan, amendments thereto or any other land development regulation, proposed or existing, as it may deem appropriate.~~

~~Objective 1.1.C • Policy direction and guidance shall be provided by the Local Planning Board and the Board of County Commissioners. The Community Planning, Zoning & Development Division shall administer this Plan with the assistance of other operating Departments and Divisions within the County.~~

~~Policy 1.1.C.1 • The Local Planning Board shall make recommendations regarding the comprehensive planning and/or land development regulations to the Board of County Commissioners for the Board's consideration prior to action.~~

~~Policy 1.2.A.1 • It is the intent of Goal 1.2 above that all citizens affected by comprehensive planning and land development regulation proposals be encouraged to participate and afforded the opportunity for input throughout the preparation and enactment process. The provisions of this chapter apply to the formal adoption process of the Comprehensive Plan, amendments~~

to the Comprehensive Plan, preparation of the Land Development Code, amendments to the Land Development Code including, but not limited to, the following: regulation of subdivisions, open space provisions, drainage, storm water management, floodplain development, environmentally sensitive areas, signage, parking, innovative land development regulations, consideration of the Evaluation and Appraisal Report (EAR), and any other matters deemed appropriate by the Board of County Commissioners.

Goal 1.2 • To encourage broad public participation concurrently with the administration this Plan.

Public Purpose: To promote and encourage public participation in Santa Rosa County's comprehensive planning program. This goal establishes procedures in accordance with Section 163.3181, F.S., to provide for broad dissemination of information regarding the Comprehensive Plan, any amendments thereto, the planning process, amendment of the Land Development Code, and other matters pertaining to the regulation or use of land or structures. In addition, it is the intent of this goal to provide the public the opportunity to provide verbal or written comment, processes for public hearings, provisions for open discussion, communications programs, information services and consideration of and response to public comments.

Objective 1.2.A • To establish the intent of Goal 1.2 above.

Policy 1.2.B.1 • So as to notify property owners, interested citizens and affected parties, the Santa Rosa County Community Planning, Zoning & Development Division shall advertise in a newspaper of general circulation within the County that a public hearing will be held to consider any of the matters described in the public purpose section above. The advertisement will include an identification of who is holding the hearing, as well as the date, time, location, and general subject of the hearing, and the location where copies of the proposed matter may be reviewed. To the extent possible, the advertisement will appear in a section of the newspaper other than the classified or legal sections. The advertisement will encourage the public to provide written and/or verbal comments on the matters under consideration.

Policy 1.2.B.2 • All public hearings shall be held at approximately the time specified in the advertisement and shall be conducted Monday through Thursday.

Policy 1.2.B.3 • Santa Rosa County, through the Community Planning, Zoning & Development Division shall conform to the applicable public notice requirements for adoption of amendments to this Comprehensive Plan as described in Sections 163.3184 and 163.3187, F.S.

Objective 1.2.C • To establish public workshop procedures.

Policy 1.2.C.1 • Whenever possible, workshops shall be advertised to notify the public and interested parties that a workshop meeting is scheduled to discuss the subjects of the scheduled workshop. However, workshops may be held without advertising, providing a public announcement is made at a public meeting of the Board of County Commissioners and a notice of the workshop is posted in the County courthouse and other public places as appropriate.

~~Policy 1.2.C.2 • Workshops may be held at any time deemed appropriate in order to facilitate the timely exchange of information regarding the subject of the workshop.~~

~~Objective 1.2.D • To provide information to the media for the purposes of enhancing public participation.~~

~~Policy 1.2.D.1 • The Community Planning, Zoning & Development Division will periodically provide notification to the media by announcement of public hearings and workshops at the regular public meetings of the Board of County Commissioners regarding the status of matters under consideration by the Division and the Planning Board.~~

~~Objective 1.2.E • To provide information to the public through the use of internet technology.~~

~~Policy 1.2.E.1 • The County will utilize its web site for the purposes of posting and displaying information related to this Plan and its implementing Land Development Code.~~

~~Objective 1.2.F • To establish public hearing procedures for the Santa Rosa County Local Planning Board.~~

~~Policy 1.2.F.1 • Prior to Board of County Commissioner's approval, adoption and/or enactment of regulations, as appropriate, of any other matter listed in Policy 1.2.A.1, the Santa Rosa County Local Planning Board shall hold at least one (1) public hearing in conformance with the notice requirements described herein (reference Objective 1.2.B and associated Policies). The hearing may be continued to an announced time certain upon a majority vote of the members present.~~

~~Policy 1.2.F.2 • The Local Planning Board shall afford members of the public reasonable opportunity to present their views on any matter under consideration. The Chairperson, may, at his or her discretion rule out of order public comments he or she deems repetitious or not germane to the matter under consideration.~~

~~Policy 1.2.F.3 • The Local Planning Board, through the Community Planning, Zoning & Development Division, shall transmit its recommendation on each matter considered to the Board of County Commissioners at the public hearing held for each matter by the Local Planning Board.~~

~~Objective 1.2.G • To establish public hearing procedures for the Santa Rosa County Board of County Commissioners in relation to the administration of this Plan and implementing land development regulations.~~

~~Policy 1.2.G.1 • As soon as practical after the Local Planning Board makes its recommendation regarding any matter described in Policy 1.2.A.1, the Board of County Commissioners shall hold at least one (1) public hearing to consider the recommended action pursuant to the notice requirement described herein (reference Obj. 1.2.B and associated Policies). The hearing may be continued to an announced time certain upon a majority vote of the Commissioners present.~~

~~Policy 1.2.G.2 • The Board of County Commissioners hearing shall afford members of the public reasonable opportunity to present their views on any matter under consideration. The Chairperson may, at his or her discretion rule out of order public comments he or she deems repetitious or not germane to the matter under consideration.~~

~~**Objective 1.2.H • To provide for the establishment of advisory committees in relation to the administration of this Plan and implementing land development regulations.**~~

~~Policy 1.2.H.1 • The Board of County Commissioners may, from time to time, appoint advisory committees to provide information and/or participate in the matters listed in Policy 1.2.A.1. Advisory committees shall be subject to the notice requirements described herein (reference Objective 1.2.B and associated Policies).~~